

# JOB OPENING

Van Buren County Administration Building, 219 E. Paw Paw St., Suite 201, Paw Paw, MI 49079

Applications available from the Van Buren County Human Resources Division

Telephone: (269) 657-8235

**An Equal Opportunity Employer**

**Rate of Pay: \$35,841.00** **Annually** **Hourly**  
**Full-Time** **Part-Time** **37.5** hours per week

**Posting Date: December 30, 2013**  
**Application Deadline: Until Filled**

## Law Clerk/Bailiff

### Position Summary

Work is performed under the supervision of the Circuit Court Judges. The Law Clerk maintains order and proper decorum in the courtroom. Conducts legal research, prepares memoranda, and drafts proposed opinions as directed by the Judges.

### Education

Graduation from an accredited law school and license to practice law or legally eligible to obtain law license.

### Essential Job Functions

- Opens courtroom, checks lights and equipment, and ensures its readiness for court proceedings.
- Serves as a back-up to the court recorder.
- Maintains order and provides protection for the Judge and others in the courtroom. Removes disruptive or disorderly persons from the courtroom.
- Conducts legal research and drafts proposed opinions, reviews legal briefs and other legal documents.
- Prepares case summaries for motions pending before the court.
- Analyzes factual and legal issues and drafts legal memoranda.
- Prepares files for hearings and trials.
- Performs various jury related functions, such as sequestering jurors, relaying messages and addressing individual juror's needs.
- Supplements law library, including maintenance of materials and resources, and prepares annual expenditure report.
- Notifies Judges and court staff of changes in the law.
- Performs administrative duties as assigned by the Judge.
- Completes special projects and assignments as required by the Judge.

### Experience

- Ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively prioritize, self direct, and follow through with assignments.

- Demonstrated knowledge in researching, citing, synthesizing, and applying law.
- Solid computer skills with ability to use software, electronic mail, and Internet.
- Familiarity with LexisNexis and/or other legal research databases.
- Ability to use word processing and spreadsheet software.
- Maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon employment with the County.

**Work Conditions**

- 37.5-hour on-site work week with possible over time as needed.
- Prolonged sitting and standing.
- Occasional lifting and moving objects of light weight.